

This handout is written only as a guide; it is not intended, nor shall it be considered a complete set of requirements.

Required Permits:

1. A building permit to complete the structural work
2. Electrical permit, if electrical work is performed.

Submittal Requirements:

- One separate permit and a \$30 fee is required for each sign
- Completed Application
- Site Plan of Property Showing Sign Location from all property lines
- Building Elevation with Wall Sign
- Plans and Specifications (2 copies)

General Code Requirements:

1. Property lines must be accurately located. A survey is recommended to verify property lines and easement locations. The City may require a survey to verify property lines and setbacks.
2. The number of signs and the allowable sizes on a given property is broken down by each zoning district within the City of Elk River Ordinance. The City Code is available at the City of Elk River web site (www.ElkRiverMN.gov) under “Research Center, Chapter 30, Article VI, Divisions 6-8.” Then check under Accessory Structures per each zoning district. (See attached reference sheet)
3. All footings shall be designed by a structural engineer and meet minimum wind load requirements.
4. All building wall signs greater than 8 square feet or 40 pounds in weight shall be approved by a structural engineer and meet minimum wind load requirements.
5. A Site Plan shall be provided to illustrate the location of the sign on the property.
6. An elevation drawing shall be provided to show the location and size of sign.
7. All information needs to be provided or the application will be deemed incomplete and the permit will be returned to applicant. All applicable fees must be paid before the sign permit will be released from the City.

Questions

Questions regarding permanent signs and fees should be directed to the Community Operations and Development office at 763.635.1000.

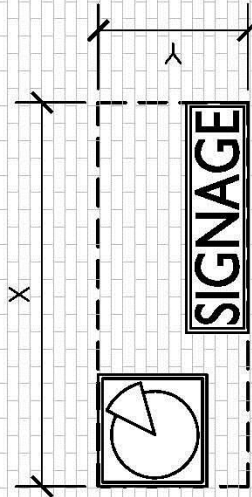
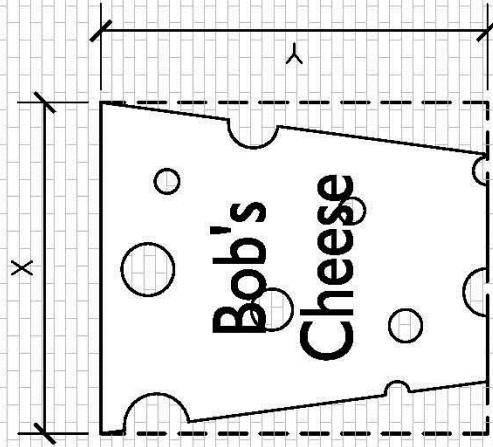
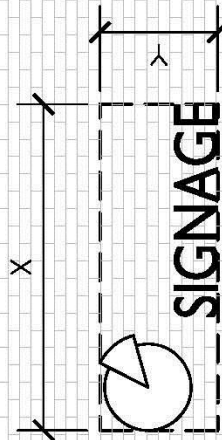
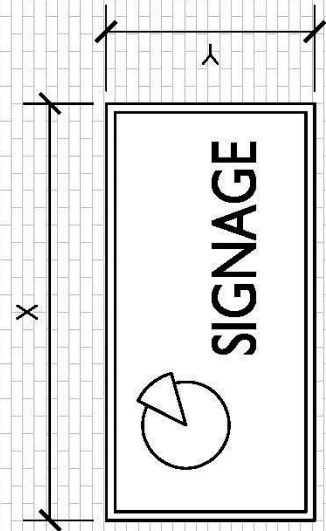
Zoning		Wall Signage	Freestanding Signage
C-1	Sec. 30-869	Wall Sign area may not exceed 15% of total Façade area	One (1) Freestanding Sign, not to exceed 64 square feet.
		May be displayed on any Façade not directly adjacent to a residential zone	Max height of 20 feet
		One (1) menu board per drive-up or walk-up lane up to 32 square feet - one sided	Sign Area may be increased by 25% if constructed as a Monument Sign
C-2	Sec. 30-870	Wall Sign area may not exceed 15% of total Façade area	One (1) Monument Sign, not to exceed 40 square feet.
		May be displayed on any Façade not directly adjacent to a residential zone	Max height of 7 feet
			Must be constructed as a Monument Sign
C-3	Sec. 30-871	Wall Sign area may not exceed 15% of total Façade area	One (1) Freestanding Sign per 300 feet of street frontage along a single street, not to exceed 150 square feet each and no closer than 150 to <u>any</u> other Freestanding Sign
		May be displayed on any Façade not directly adjacent a residential zone	Max height of 30 feet
		One (1) menu board per drive-up or walk-up lane up to 32 square feet - one sided	Sign Area may be increased by 25% if constructed as a Monument Sign
C-4	Sec. 30-872	Wall Sign area may not exceed 15% of total Façade area	One (1) Monument Sign, not to exceed 125 square feet.
		May be displayed on any Façade not directly adjacent a residential zone	Max height of 10 feet along collector streets and 20 feet along arterial streets
			Must be constructed as a Monument Sign
DD	Sec. 30-873	One (1) Wall Sign per Primary Façade and one on a Secondary Façade.	One (1) Monument Sign permitted per multi-tenant facility.
		Wall Sign area shall be limited to one (1) square foot per one (1) linear foot of Unit Width and shall not project out more than 8 inches. Shall not extend above the roofline of adjoining building, or located higher than the bottom of the stringcourse. Only individual letters may be internally lit.	Sign height limited to 1/2 the average height of the primary structure, up to 20 feet. Sign Area limited to 1/3 the width of primary structure, up to 80 square feet.
			Existing Monument Signs erected prior to the date of the adoption of this section can be rebuilt to the same size and in the same location
		One (1) Projecting Sign per primary Façade. Not to exceed six (6) square feet in area, project out more than (4) feet from the Façade or thicker than six (6) inches.	One (1) Portable Sign (two-sided sandwich board) per public entrance, and only (1) displayed per Façade. May not exceed five (5) feet in height and six (6) square feet in area, and must be setback two (2) feet from the back of curb, parking area, public street, or drive aisle.
			Portable Signs may only be displayed during business hours, must be located in front of the business they identify, and shall not obstruct pedestrian or vehicular traffic.

This document is for quick reference only. Please refer to the respective ordinance sections for all regulations. As any ordinance is constantly undergonig changes, please contact the City Clerk (763.635.1000) for the latest amendments to the Zoning Ordinance. December 20, 2013

Zoning
Wall Signage
Freestanding Signage

I-1 Sec. 30-874	Wall Sign area may not exceed 15% of total Façade area	One (1) Freestanding Sign up to 150 square feet. A parcel with more than 300 feet of frontage may have one (1) additional Freestanding Sign but must be no closer than 150 to <u>any</u> other freestanding sign
	May be displayed on any Façade not directly adjacent to a residential zone	Max height of 30 feet Sign Area may be increased by 25% if constructed as a Monument Sign
I-2 Sec. 30-875	Wall Sign area may not exceed 15% of total Façade area	One (1) Freestanding Sign up to 150 square feet. A parcel with more than 300 feet of frontage may have one (1) additional Freestanding Sign but must be no closer than 150 to <u>any</u> other freestanding sign
	May be displayed on any Façade not directly adjacent to a residential zone	Max height of 30 feet Sign Area may be increased by 25% if constructed as a Monument Sign
I-3 Sec. 30-876	Wall Sign area may not exceed 15% of total Façade area	One (1) Freestanding Sign up to 150 square feet. A parcel with more than 300 feet of frontage may have one (1) additional Freestanding Sign but must be no closer than 150 to <u>any</u> other freestanding sign
	May be displayed on any Façade not directly adjacent to a residential zone	Max height of 30 feet Sign Area may be increased by 25% if constructed as a Monument Sign
BP Sec. 30-877	Wall Sign area may not exceed 15% of total Façade area	One (1) Monument Sign not to exceed 64 square feet.
	May be displayed on any Façade not directly adjacent to a residential zone	Max height of eight (8) feet
CRT Sec. 30-878	Three (3) Wall Signs up to 300 square feet per occupant.	One (1) Freestanding Sign up to 150 square feet.
	Event Sponsor Signs for permitted Interim Uses. Sign regulations: not to exceed 32 sf each, one (1) sided, 10' setback or face away from and be set back 25' from right-of-way, 500' setback if Signs face the right-of-way, and less than six (6) feet tall.	Max height of 30 feet
Residential Sec. 30-879	For permitted nonresidential uses, such as churches and schools, one (1) on-premises Freestanding Sign and one (1) Wall Sign not to exceed a combined 96 square feet. Where a lot has in excess of 1,000 linear feet of combined street frontage, the total Sign Area shall not exceed 192 square feet and 96 square feet per sign.	For permitted nonresidential uses, such as churches and schools, one (1) on-premises Freestanding Sign and one (1) Wall Sign not to exceed a combined 96 square feet. Where a lot has in excess of 1,000 linear feet of combined street frontage, the total Sign Area shall not exceed 192 square feet and 96 square feet per sign.
	One (1) Wall Sign up to four (4) square feet in area.	Max height of 20 feet
	Rural-Based Businesses are permitted up to four (4) off-premises Directional Signs up to eight (8) feet tall and six (6) square feet in Sign Area.	One (1) Freestanding Sign up to four (4) square feet in area.

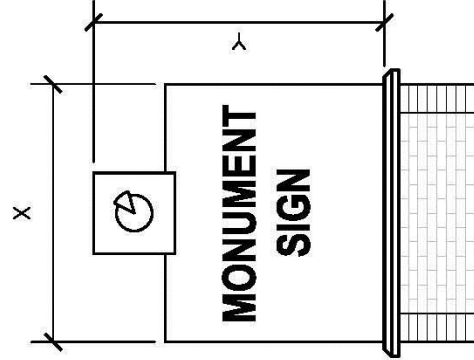
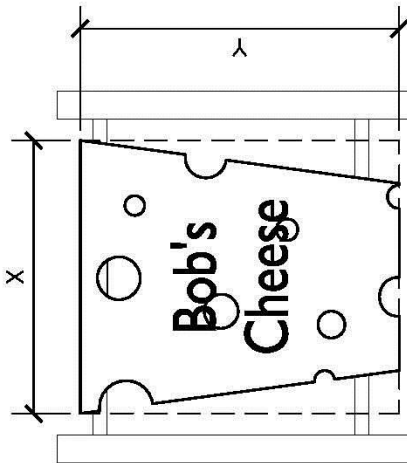
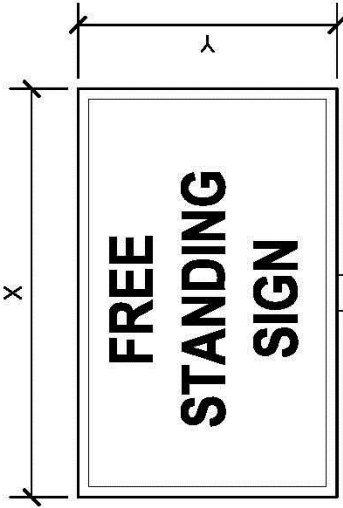
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SIGNAGE AREA EXAMPLES

GRAPHIC NOT INCLUDED IN ORDINANCE

DATE: 7.28.2009
 DRAWN BY: CML
 SCALE: NOT TO SCALE



SIGNAGE AREA EXAMPLES
GRAPHIC NOT INCLUDED IN ORDINANCE

DATE: 7.28.2009	2
DRAWN BY: CML	
SCALE: NOT TO SCALE	

